

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: MARTINEZ, JOHN PAUL

Taborca ID: 39207

Date of Hire: 2/13/17

Date of Re-Act: / /

New employee set up

- | | |
|--|--|
| <input checked="" type="checkbox"/> E-verify | <input checked="" type="checkbox"/> Added to Orientation Time Sheet |
| <input checked="" type="checkbox"/> Hire Right EE | <input checked="" type="checkbox"/> Attended New Hire Orientation |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Background Check (Asurint) |
| <input checked="" type="checkbox"/> Direct Deposit (Scan to Payroll) and/or | <input checked="" type="checkbox"/> New Hire List (All fields) |
| Global Cash Card – complete the form & | <input checked="" type="checkbox"/> Check Taborca Profile (All fields) |
| have EE sign | <input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input checked="" type="checkbox"/> Notice to Employee Completed | <input checked="" type="checkbox"/> Upload Food Handler's Card |

Re Act employee set up (See Re Act Process for more detail)

- ☐ File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- ☐ Re Act onboarding if initially hired before 1/1/16
- ☐ Check W4
- ☐ Check all demographic info and availability
- ☐ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- ☐ Complete Notice to Employee with updated pay if necessary
- ☐ Verify pay option and take steps to Re Act any old pay options still current
- ☐ Run new BGC if more than 1 year since last shift worked
- ☐ New orientation/place on time sheet if it's been over a year since last shift
- ☐ New Hire List (all fields)
- ☐ Delete employee from the INA/TER spreadsheet if they are on it

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: John Paul Martinez
Start Date: September 20, 2019

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):
Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:
665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: Acrobat Outsourcing
Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95126
Mailing Address: 1871 The Alameda Ste. 110 San Jose, CA 95126
Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay: \$17.00 Overtime Rate(s) of Pay: \$25.50

Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission
☐ Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☒ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

McKenna Brewster

(PRINT NAME of Employer representative)

[Signature]

(SIGNATURE of Employer Representative)

9/20/2019

(Date)

John Paul Martin

(PRINT NAME of Employee)

[Signature]

(SIGNATURE of Employee)

9-20-19

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes:

Interview Note Sheet

| | |
|---------------------------------|-----------------------------|
| Name: <u>John Paul Martinez</u> | Interviewer: <u>McKenna</u> |
| Date: <u>9/20/2019</u> | Rate of Pay: <u>\$17.00</u> |
| Position (s) Applied for: | Referred by: |

| | | | | | |
|------------|-----|---|--------------|-----|---|
| Server | /35 | % | Bartender | /35 | % |
| Prep Cook | /20 | % | Barista | /15 | % |
| Grill Cook | /40 | % | Cashier | /15 | % |
| Dishwasher | /10 | % | Housekeeping | /14 | % |

| |
|-----------|
| Seeking: |
| Full-Time |
| Part-Time |

Re-Act Total of _____ in Food Service/Hospitality

*Was Inactivated from Dayforce
*Works @ SAP

P.O.S. Experience: Y / N details: _____

| | | |
|------------|----------------|----------------------------|
| <u>Car</u> | Public Transit | Carpool (Rider / Driver) |
|------------|----------------|----------------------------|

ST only

| | | | | |
|------|-----------|------|-------------|-------------|
| TIPS | Serv-Safe | LEAD | Other _____ | Will Submit |
|------|-----------|------|-------------|-------------|

| | | | | |
|------|---------|---------|---------------|---------------|
| Open | AM only | PM only | Weekdays only | Weekends only |
|------|---------|---------|---------------|---------------|

| | | | | | |
|--------------|--------------|--------|--------------|----------------|----------------|
| Bistro | Black Bistro | Tuxedo | 1/2 Tuxedo | Black Vest | Long Black Tie |
| Chef Coat | Chef Pants | Knives | Black Pants | Non-Slip Shoes | Bow Tie |
| Other: _____ | | | Other: _____ | | |

| | | |
|---|-----------------------|-------------------------|
| Would you recommend this applicant for Acrobat Academy? | Convention Candidate? | Other Languages Spoken: |
|---|-----------------------|-------------------------|

Interview Note Sheet

| | |
|--|---|
| Applicant Information | |
| Name: <u>John Paul Martinez</u> | Interviewer: <u>Erika</u> |
| Date: <u>1/31/17</u> | Rate of Pay: <u>\$13.00 / \$15.00</u> |
| Position (s) Applied for: <u>Stadium</u> | Referred by: <u>Walk In</u> <u>Stadium Work</u> |

| Test Scores | | | | | |
|-------------|-----|---|--------------|-----|---|
| Server | /35 | % | Bartender | /30 | % |
| Prep Cook | /15 | % | Barista | /10 | % |
| Grill Cook | /40 | % | Cashier | /10 | % |
| Dishwasher | /10 | % | Housekeeping | /16 | % |

| |
|------------------|
| Seeking: |
| Full-Time |
| <u>Part-Time</u> |

| Relevant Experience & Summary of Strengths | |
|--|--|
| <p>Worked in Aramark for 9+ yrs.</p> <ul style="list-style-type: none"> full time SF commute | <p>Total of _____ in Food Service/Hospitality</p> <p><u>Stadium Work</u></p> <p>Cashier, Concessions, Event Help</p> <p><u>\$13</u></p> <p>NHO 2/13/17</p> |

P.O.S. Experience: Y / N details: _____

| | |
|---|---|
| Transportation | |
| <u>Car</u> | Public Transit Carpool (Rider / Driver) |
| Regions Available to work: | |
| SF City | SF North SF Peninsula East Bay Outer East Bay |
| <u>San Jose</u> | <u>South San Jose</u> <u>SJ Peninsula</u> |
| Certifications (if any) | |
| TIPS | <u>Serv-Safe</u> LEAD Other _____ <u>Will Submit</u> |
| Availability | |
| Open | AM only PM only Weekdays only Weekends only |
| Details: <u>varies</u> | |
| Uniforms Owned: | |
| Bistro | Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie |
| Chef Coat | Chef Pants Knives <u>Black Pants</u> <u>Non-Slip Shoes</u> Bow Tie Other: _____ |
| Would you recommend this applicant for Acrobat Academy? | Convention Candidate? Other Languages Spoken: |

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: John Paul Martinez
Start Date: 2/13/17

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

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Other Names Hiring Employer is "doing business as" (if applicable):
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Mailing Address: _____

Telephone Number: _____

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☐ Other (provide specifics): _____

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If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

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Regular Payday: FRIDAY

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 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

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- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Erika Komatsu

(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)

(Date)

(PRINT NAME of Employee)

(SIGNATURE of Employee)

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

$$10/15 = 67\%$$

D 1) A roll of quarters is worth?

- a) \$5.00
- ☒ b) \$10.00
- c) \$15.00
- d) \$20.00

A 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

A 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- ☒ c) \$0.50
- d) \$0.25

C 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

SJ 6) What is the current sales tax rate in your city SF = 8.75%, SJ = 8.63%, SAC = 8.00%?

C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

$$\begin{array}{r} 1.25 \\ + 0.90 \\ + 0.79 \\ \hline 2.94 \\ 10.00 \\ - 2.94 \\ \hline 7.06 \end{array}$$

B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

$$\begin{array}{r} 21.00 \\ + 14.50 \\ \hline 35.50 \\ 50.00 \\ - 35.50 \\ \hline 14.50 \end{array}$$

D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

$$\begin{array}{r} 3.75 \\ + 4.25 \\ \hline 8.00 \\ 20.00 \\ - 8.00 \\ \hline 12.00 \end{array}$$

A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

-2

$$\begin{array}{r} 3.75 \\ + 3.75 \\ + 1.25 \\ + 1.25 \\ + 2.50 \\ + 2.50 \\ + 3.25 \\ + 3.25 \\ \hline 28.50 \\ 100.00 \\ - 28.50 \\ \hline 71.50 \end{array}$$

- D 11) Counterfeit pens should be used on which three denominations?
- a) ☒ \$20, \$50, \$100
 - b) ☐ \$10, \$20, \$50
 - c) ☐ \$5, \$50, \$100
 - d) ☐ \$10, \$20, \$50

- A 12) How many times should you count change when giving it to the customer?
- a) ☐ one
 - b) ☒ two
 - c) ☐ three
 - d) ☐ no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Driver License, Passport

15) How many \$20 bills are in a bank band? ~~None~~ ~~100~~ 5 100

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: John Paul Martinez
Email: SanJose.king408@yahoo.com
Phone number: 408-603-7485

Working Experience:

Company Name: Aramark refreshment
Dates of Employment: 9/7/07

Job Responsibility:

- driving
- ordering/maintain breakroom
- FIFO
-

Company Name: Aramark sap center
Dates of Employment: 9/7/07

Job Responsibility:

- cook
- cashier- maintain money in/out register
- prep food
- customer service

Company Name: _____
Dates of Employment: _____
Job Responsibility:

-
-
-
-

Skills

- Bilingual
- Solving Problems
- Working with others
-

This card indicates successful completion of the TEAM program. For more information, contact 877-2-TEAM-CO.



529538

TEAM CERTIFICATION CARD
JOHN PAUL J MARTINEZ

| | | | |
|----------------------|------------------------|-------------|-------------|
| Certification | Level 2 | ID # | 2059017 |
| Issued | 4/30/2014 | SSN | XXX-XX-9350 |
| Expires | 4/30/2017 | DOB | 11/11/1989 |
| Account | Aramark | | |
| Facility | SAP Center at San Jose | | |
| Nonprofit | N/A | | |
| Trainer | Raul Sepulveda | | |
| Signature | | | |



Employment Application

816-501-9087

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name John Paul Martinez Date: 1/28/17
 Home Telephone (408) 603-7485 Other Telephone ()
 Present Address 5110 Tigerwood way (San Jose CA)
 Permanent Address, if different from present address:
 Email Address sanjoseking408@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Cashier Salary desired: \$16.50
 Are you currently registered with any staffing and/or employment agencies? If so, please list
NO
 Are you applying for: Full-time work? Yes No X Part-time work? Yes X No
 Temporary work, e.g., summer or holiday work? Yes No X From: To:
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral ☐ Name of Referral Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐
 Other Web Posting ☐ Other Source ☒
 Could you work overtime, if necessary? Yes X No If hired, on what date could you start working? 2/3/17

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

| SPECIFY HOURS AVAILABLE DAILY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------------------------|--------|--------------------|---------|-----------|----------|--------|----------|
| AM | open | 8AM N/A | N/A | N/A | N/A | N/A | open |
| PM | open | 3pm | 3PM | 3PM | 3PM | open | open |

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
Yes 4/20 - 4/23 2017

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes No X If yes, when? 2/3/17
 Do you have friends or relatives working for Acrobat Outsourcing? Yes No X If yes, please state name and relationship

 If hired, would you have a reliable means of transportation to and from work? Yes X No
 If hired, can you present evidence of your legal right to live and work in this country? Yes X No
 State age if you are under 18 . If you are under 18, hire is subject to verification that you are of minimum legal age to work.
 Are you able to perform the essential functions of the job for which you are applying? Yes X No

Acrobat

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Your Hospitality Staffing Professionals

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.) _____

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

| NAME OF SCHOOL | CITY & STATE | GRADE OR DEGREE COMPLETED | DID YOU GRADUATE? |
|--|--------------|--------------------------------------|-------------------------------------|
| Oak Grove H.S. | San Jose | G.E.D. | YES |
| Do you have any special licenses, certificates or special training? If so please list under "Special". | | YES | <input checked="" type="radio"/> NO |
| Are you computer literate? If so, list software knowledge under "Special." | | YES | <input checked="" type="radio"/> NO |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special." | | YES | <input checked="" type="radio"/> NO |
| Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special." | | <input checked="" type="radio"/> YES | NO |
| Special: Bilingual, tips trained, solving problems | | | |

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☒ No ☐

Name and Address of Employer Aramark refreshment 41460 Christy St. Fremont

Type of Business driver Telephone No. (408) 966-6132 Supervisor's Name Sal

Your Position and Duties driver, order, and deliver

Dates of Employment: From 9/7 To still employed Weekly Pay: Starting \$19.50 Ending

Reason for Leaving: still employed

Name and Address of Employer

Type of Business Telephone No. () Supervisor's Name

Your Position and Duties

Dates of Employment: From To Weekly Pay: Starting Ending

Reason for Leaving:

Name and Address of Employer

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Your Hospitality Staffing Professionals

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: NO

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No X
If so, describe: _____

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Michelle Espinoza Telephone No. (408) 394-5270

Address 514 Tigerwood way

Occupation: E.O.H Relationship: girlfriend Number of Years Acquainted: 11 yrs

Name: Mary Ochoa Telephone No. (408) 373-2169

Address 2004 Wizard Ct.

Occupation: stard lead Relationship: Family Number of Years Acquainted: 10 yrs

Name: Frankie Ochoa Telephone No. (408) 230-2597

Address 2004 Wizard Ct

Occupation: Construction Relationship: Family Number of Years Acquainted: 10 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

/ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

/ I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

/ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

/ I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

/ Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

John Paul Mather

Date

1-28-17